

Crook County Library

Summer Reading Volunteer Job Description

Overview of Position: This is a fast paced position that requires flexibility. Assist library staff in creating packets, producing events, taking photographs or video and registering patrons for the program.

Qualifications:

- Some experience working with children and people of all ages.
- Willingness to sing and assist with craft projects or other activities as assigned.
- Physical ability to bend, stretch, sit on the floor and lift ten pounds.

Responsible To: Designated staff member.

Responsibilities:

- Tasks will vary depending on need, including photography, photocopying, crafting, assisting with story time, and other public programs.

Training Provided:

- Orientation to the library.
- Thirty minute pre-registration training.
- Direct supervision depending on assigned task.
- Taking Great Photos 101 with Jane.

Time Commitment: Minimum of 2 hours per week plus special projects time.

Length of Commitment: The duration of the Summer Reading Program.

Contact Person: Jennifer Kent, Volunteer Coordinator, 541-447-7978 ext. 308

Please help our library staff members attend to their duties by keeping visiting to a minimum. We ask that you turn your cell phones to silent while working in the library. Personal calls and conversations should be held outside the library work areas.